

GARRETT COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
May 19, 2015
McHenry, Maryland 21541

A. COMMUNICATION ITEMS

1. **Call to Order!** Chair Bell called the meeting to order at 5:32 p.m. Board Members in attendance included: Mr. Don Morin-Vice Chair, Ms. Madeleine Collins, Ms. Ruth Seib, Ms. Linda Sherbin, and Mr. Duane Yoder (via phone). Member absent included: Mr. Albert Coviello. College Administrative Staff Members present included: Dr. Richard MacLennan-President, Mr. James Allen, Ms. Linda Fike, Ms. Josephine Gilman, Ms. Cherie Krug, and Ms. Julie Yoder.
2. **Communication from the Public:** None at this time.
3. **Approval of the Agenda:** On a motion by Trustee Collins, seconded by Vice-Chair Morin, the board unanimously approved the agenda as amended (Vote=6-0-0).
4. **Approval of the Draft Minutes from the April 21, 2015 Meeting:** On a motion by Vice-Chair Morin, seconded by Trustee Collins, the minutes of the April 21, 2015 regular board meeting were unanimously approved as distributed (Vote=6-0-0).
5. **Report of the Chair of the Board**
 - a. **Upcoming Events:** Chair Bell summarized the upcoming events and highlighted the upcoming College Commencement on Thursday, May 21st and Employee Recognition Luncheon on Wednesday, May 27th.
 - b. **Appointment of Nominating Committee for Board Officers:** Chair Bell appointed the following Board Members to serve on the nominating committee for new Board Officers: Trustee Collins, Trustee Seib, and Trustee Yoder. Members will vote on new officers during the annual board dinner meeting in July.
 - c. **Rescheduling the June Board Meeting:** Due to several scheduling conflicts, the Board voted to postpone the regularly scheduled Tuesday, June 16th Board Meeting to Monday, June 22nd at 5:30 p.m.
6. **Report of Board Members:** None at this time.
7. **Report of the President of the College:** Dr. MacLennan reported that there are a lot of events going on at the end of the academic year with the recent Power of Possibilities Entrepreneurship Summit and

commencement this week. He also noted that as we launch into our next planning cycle, we will be hosting the fourth out of six total community dialogue/listening events on June 1st with the President's Circle Luncheon. All previous dialogue sessions have gone well.

- a. Executive Council Monthly Reports:** Board Members asked several clarifying questions regarding the previously submitted monthly reports and also congratulated Ms. Krug on the success of the recent Foundation Annual Fundraising event.

B. ACTION ITEMS

- A. Periodic Review Report:** Dr. MacLennan noted that the College began working on this report two years ago through college-wide representation of six workgroups. He further noted that there are many appendices that will accompany this report as the main report was limited to a maximum of 50 pages. The report will be submitted prior to the June 1, 2015 deadline. On a motion by Trustee Seib, seconded by Trustee Collins, the Board unanimously approved the Garrett College Periodic Review Report to the Middle States Commission on Higher Education as presented (Vote=6-0-0).

C. INFORMATION ITEMS

- 1. Garrett College Financial Reports to April 30, 2015:** Dean Gilman summarized the Garrett College Financial Reports to April 30, 2015 and answered related questions. She noted that no new credit revenue will come in the rest of the fiscal year, but some CEWD revenue will continue to be collected through June 30, 2015.
- 2. FY2016 Budget Draft:** Dean Gilman passed out updated copies of the draft FY2016 budget as some adjustments were made since the May 11th version that was previously distributed in the May Board Agenda packets. Dr. MacLennan and Dean Gilman summarized the budget and answered clarifying questions. Board Members will vote on the final version of the FY2016 Budget during the June 2015 Board Meeting.
- 3. Audit Engagement Letter:** Dean Gilman passed out copies of the FY2015 Audit Engagement Letter. She noted that the second paragraph on page nine addresses the issue regarding the retirement contribution engagement which is currently being discussed. She further noted that the associated costs listed in the letter are from the original three-year contract previously approved.
- D. EXECUTIVE SESSION:** On a motion by Trustee Sherbin, seconded by Trustee Seib, the Board unanimously recessed the Open Session Meeting at 6:48 p.m. for the purpose of convening an executive session to discuss

the following matters and related exceptions covered under the Maryland Open Meetings Act (Vote=6-0-0).

TOPICS TO BE DISCUSSED	REASON FOR CLOSING <i>(see Statutory Authority to close session on next page)</i>
Personnel Issues	1
College Legal Counsel Contract Review	2
President Evaluation	1
Board Self-Evaluation Update	1
President's Contract – Committee Update	1

- E. ADJOURNMENT:** The Board did not reconvene the Open Session Meeting and Chair Bell adjourned the Executive Session Meeting at 9:45 p.m.

Respectfully submitted by:

Richard L. MacLennan
President, Garrett College
Secretary/Treasurer, G.C. Board of Trustees

Vianne Bell
Chair
Garrett College Board of Trustees